



# United States Department of the Interior

## FISH AND WILDLIFE SERVICE

Washington, D.C. 20240



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### Memorandum

To: Service Directorate

From: Deputy Director *Marshall P. Jones*

Subject: Fish and Wildlife Service Data Tracking System—Online January 30, 2006

I am excited to announce the deployment of the new Fish and Wildlife Service Data Tracking System (DTS). Starting January 30 this system will be available to the Washington and Regional Offices to track documents and assignments. Washington and Regional Office employees were offered training on the new DTS January 17-19 at NCTC.

In October 2000, the Washington Office implemented ccmMercury to track documents and manage workflow. At that time, we anticipated extending the use of the system to the Regions and trained two representatives from each Region. However, it became obvious that ccmMercury would not meet the Service's requirements because of security and application limitations as a web based system.

The new DTS is an in-house developed system that is fully web enabled and will provide a uniform system for document and record management within the Service. The Regions will be able to track documents sent to the Washington Office for action as well as make assignments within the Regions and eventually field offices. It has the capability of tracking all types of data (i.e., correspondence, projects, press releases, directives, FOIAs, travel vouchers, personnel actions, etc.). It allows for document versioning, email notification of assignments, and uploading and attaching of all types of document formats (Word, WordPerfect, Excel, PowerPoint, PDF, images, etc.). The system's platform is flexible, to allow development of customized forms to accommodate a variety of data input needs.

The new tracking system will replace the use of ccmMercury in the Washington Office and its use will be required for all documents controlled by CCU and those needing Director approval. I encourage you to learn and use this system. If you have any questions regarding the transition, please contact Nicole Alt at (202) 208-3843 or contact Margie Nash at (202) 208-7535 with questions about system details or problems.

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